



Mustafa Antar

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ABOUT ME

I am self-motivated, focused and determined person who has considerable experience of working with a lot of organizations in the field of child protection, social work, referral management as well as administration. have excellent knowledge of dealing with all people as well as people with special needs. I have good skills to lead people under any pressure. I am keen to find a challenging position within a successful and dynamic organization where I will be able to help needy and vulnerable people as well as where I can continue developing my skills.

WORK EXPERIENCE

Case Management Supervisors

DS (Democratic School) [01/09/2019 – 30/09/2021]

City: Sana'a

Country: Yemen

Supervising the case management workers and ensuring that they perform their duties in an optimal manner.

Follow up the progress and achievement of the case.

Participate in the development of the intervention plan and raise proposals to the project manager.

Providing individual sessions for psychosocial support and caregivers in proportion to the need.

Provide feedback to the project manager in terms of capacity building needs for staff

Organizing referral meetings to discuss the difficulties of the cases and ensure timely follow-up.

Periodic follow-up of cases according to the intervention plan and submitting reports on the results of field visits in the work area.

Providing information and advice to beneficiaries on existing social services and how to access them.

Identifying and documenting the psychological, social and economic needs of the beneficiaries.

Provide weekly, monthly and periodic reports on the implemented activities.

Participate in managing weekly and monthly issues and coordination meetings.

Maintaining files, records, computer databases and records in paper or electronic form and adhering to professional work standards (confidentiality - privacy - respect for others - the approach based on the best interests of the survivor).

Ensure continuous communication, transparency and collaboration with relevant stakeholders, including community members, community leaders and families.

Documenting best practices, case studies and learning.

Volunteer in Humanitarian field

DS (Democratic School) [01/01/2019 – 31/08/2019]

City: Sana'a

Country: Yemen

Work in community centers that provide psychological and social support, and volunteer in the process of collecting data and information from the community and inserting it in the field of humanitarian aid, and helping in the food and cash distribution process.

Work to awareness about child

SCI (Save the Children International) [01/01/2017 – 31/12/2017]

City: Hajjah

Country: Yemen

Carrying out awareness programs in the field of childhood providing psychological support and counselling, and working to advocate for childhood issues in all the work I do.

Conducting awareness programs about the dangers of domestic violence and school violence, discussing these risks and coming up with solutions for them.

Member of Save Children Network

MoSAL [01/04/2014 – 31/12/2016]

City: Hajjah

Country: Yemen

Discussion of the issues of the children with the government.

Work programs awareness the convention on the rights of the child.

Follow up on childhood issues in general in Hajjah governorate including juvenile children.

Working on linking or networking the network with those working in the field of child protection, with government agencies and international and local organizations.

Member of children Yemen parliament

DS (Democratic School) [01/04/2014 – 31/12/2016]

City: Sana'a

Country: Yemen

Advocacy for childhood issues.

Field researcher in exploring childhood issues.

Follow-up to implement the CRC.

Work programs awareness the convention on the rights of the child.

Connect the voices of children Yemen and suffering to the world.

Discussion of the issues of the children with the government.

Tonic in child-friendly spaces

MoSAL [01/02/2014 – 31/05/2016]

City: Hajjah

Country: Yemen

Prepare and plan the activities of the area according to age groups.

Monitoring and reporting on violations against children.

Identify children with disabilities and provide their needs for activities.

Resolve children's issues and involve parents and society in resolving issues.

Continuous awareness of children and parents.

Support for psychological through programs and activities of the area that fit with children especially with disabilities.

EDUCATION AND TRAINING

MBA student, Political Science

Institute of Arab Research and Studies [01/10/2023 – Current]

City: Cairo

Country: Egypt

BA. Political Science

Sana'a University [01/09/2018 – 11/08/2022]

City: Sana'a

Country: Yemen

Training in International Humanitarian Law (IHL)

ICRC [30/06/2022 – 30/06/2022]

City: Sana'a

Country: Yemen

Training in Principles and skills of Negotiation

Department of Political Science at Sana'a University [20/06/2022 – 29/06/2022]

City: Sana'a

Country: Yemen

All training of Save child, child rights, working international reports that belong children

DS (Democratic School) [01/04/2014 – 31/12/2016]

City: Sana'a

Country: Yemen

Training in social services and manage status for vulnerable children

MoSAL cooperation UNICEF [07/12/2016 – 08/12/2016]

City: Hajjah

Country: Yemen

Training in save children during emergency, manage statue and psychological aggrieved children from armed conflict

SCI (Save the Children International) [30/10/2017 – 01/11/2017]

City: Hajjah

Country: Yemen

Training about impression personal

Al-Asrei institute [10/11/2016 – 10/11/2016]

City: Hajjah

Country: Yemen

Training in success effectiveness to show Democratic project movies for peace

VWT [08/12/2017 – 08/12/2017]

City: Hajjah

Country: Yemen

Training in mother and child health program to build society development

Almostagbl college [06/06/2018 – 13/06/2018]

City: Hajjah

Country: Yemen

Training in emergency firs

Almostagbl college [01/06/2018 – 03/06/2018]

City: Hajjah

Country: Yemen

Training in Political protocols ceremonies and etiquette

Diplomatic Institute [08/06/2021 – 11/06/2021]

City: Sana'a

Country: Yemen

LANGUAGE SKILLS

Mother tongue(s): **Arabic**

Other language(s):

English

LISTENING B1 READING B2 WRITING B1

SPOKEN PRODUCTION B1 SPOKEN INTERACTION B1

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

DIGITAL SKILLS

Microsoft Office / Microsoft Word / Microsoft Excel / Zoom / Skype / LinkedIn / Social Media / Facebook / Organizational and planning skills / Power Point / Team-work oriented